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28 July 1953

Rec Mgt
5-1-3

MEMORANDUM FOR: Chairman, Projects Review Committee

THRU: Acting Deputy Director (Administration)

SUBJECT: Additional Space for Records Center

1. PROBLEM.--Construction of a CIA Records Center at [REDACTED]

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2. ASSUMPTIONS.--

a. It is essential that the great volume of inactive Agency records be transferred on a continuing basis from expensive office space and filing equipment to the more economical Records Center type storage facilities.

b. Agency records will continue to be created at the rate of approximately 20,000 cu. ft. per year and be transferred to the Records Center at the rate of 8,000 cu. ft. per year (equivalent to 1,000 4-drawer legal size file cabinets valued at \$235,000). (See Appendix A).

c. The CIA Records Center can receive any Agency records provided adequate security protection exists.

3. FACTS BEARING ON THE PROBLEM:--

a. The existing Agency Records Center, located at [REDACTED], with approximately 2,200 sq. ft. assigned for storage of records, is filled and unable to take additional records at this time.

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b. Arrangements have been made to use the [REDACTED] block warehouse for an interim Records Center pending the construction of permanent facilities. Renovations are now in process and we expect to occupy it about 15 August.

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c. A training program in records management was given in April and May of this year for administrative officers, persons nominated as Area Records Officers, and members of our own Records Management staff. This program has given considerable impetus to the Records Management Program which will result in the retirement of large volumes of records.

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d. Appendix A is an estimate of the total annual accretions of Agency records, the number of file cabinets required to store them and the volume of records that could be retired to a Records Center. Based on this estimate 80,000 cu. ft. of records requiring 10,000 filing cabinets (\$2,340,000 worth of 4-drawer combination lock cabinets) could be retired to a Records Center in ten years.

e. The Agency has in use approximately 91 types and styles of filing cabinets with an overall average value of \$148.00 each. The following indicates the rate of issuance and the prorated value of file cabinets in use as of the dates shown:

Agency File Cabinets	Cabinets	Value	% of Total
In use as of 1 July 1949	6,588	\$ 975,024	40.2
Issued in F.Y. 1950	2,219	328,412	13.5
Issued in F.Y. 1951	3,354	496,392	20.5
Issued in F.Y. 1952	4,238	627,224	25.8
Total on hand at end of F.Y. 1952	16,399	\$2,427,052	100.0

f. The replacement value of sufficient 4-drawer combination lock file cabinets to house the volume of retirable records which can be stored in the proposed Records Center is \$1,233,755. (See Appendix C)

g. Appendix B is a comparison of costs of maintaining retirable records in office space and a Records Center. This estimate shows an average annual savings of approximately \$325,031.50 through the operation of a Records Center.

h. The Chief, Logistics Office, has advised that the cost of constructing a Records Center of 25,000 sq. ft. is approximately \$411,130, which is \$83,088 less than the estimated first four years savings. (Appendix E)

i. The Federal Records Act of 1950, Public Law 754, is the authority for government wide records management programs, including the use of Records Centers. This law resulted from the Hoover Commission report on records management.

j. There is a legal requirement that all agencies in existence on 30 June 1951 must have a records control schedule of all major groups of records by 30 June 1954. Although CIA is specifically exempted from compliance with General Services Administration Regulations, the Director of Central Intelligence indicated in a letter dated 22 December 1949 to the Administrator of the General Services Administration, that CIA would comply with the spirit of General Services Administration regulations but not directly subjecting itself to the same.

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k. Representatives of this office have observed the operation of a Records Center by the Chase National Bank, approximately 55 miles from New York City. Informal estimates obtained from officials of the Chase National Bank indicate that they had spent in excess of \$500,000 to establish this Records Center.

l. The AEC has established several records centers for the storage of their inactive material. Copies of specifications and plans for a model Records Center building constructed by the Atomic Energy Commission in Hanford, Washington, have been given to the Real Estate and Construction Division of the Logistics Office for their guidance.

4. DISCUSSION.--The need for a CIA Records Center, I believe, is established by the above facts; and the resulting economies as well as efficiencies, in view of the experience of other Governmental agencies and private industry, is unquestionable. (Also see Appendix D)

The use of existing facilities, in lieu of new construction, has been considered. Available buildings were examined and it was determined that the cinder block warehouse in [redacted] was the most appropriate. However, the General Services Administration's estimate to convert this building for Records Center use was \$95,800, or 23% of the cost of new construction. Furthermore, the space would be inadequate within four or five years without the possibility of expansion.

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Since new construction appears to be the logical choice, the next factor for consideration is location. In view of the Agency's operation of the [redacted] and the fact that this facility is established in connection with the emergency requirements of the Agency and the security provided at this location, it would seem logical that the Records Center should be constructed at this site.

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It is expected that the agency will eventually have to establish and operate a Records Center of from 60,000 to 75,000 sq. ft. of space, although such a Records Center could not be justified at this time. For these reasons, it is believed that a conservative approach would be the construction of a Records Center consisting of 25,000 sq. ft. of space at the [redacted] at an estimated cost of \$411,130 (\$16.45 per sq. ft.).

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5. CONCLUSION.--The Agency should be able to indicate to both Congress and the General Services Administration that a satisfactory records program is carried on by the Agency, and that the Agency has established and is operating its own secure Records Center. Further, from the standpoint of security, emergency planning, and economy, the [redacted] is the logical location for the construction of the CIA Records Center.

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6. ACTION RECOMMENDED.--That the Projects Review Committee recommend to the Director of Central Intelligence the approval of approximately \$411,130 from unvouchered funds (subject to detailed planning and confirmation of present estimates now in process) for the purpose of constructing a CIA Records Center at the [REDACTED] the Center to consist of 25,000 sq. ft. of space and be completed by approximately 31 March 1954. (See general specifications in Appendix E).

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Chief, General Services Office

APPENDICES:

- Appendix A - Estimated Agency Accretions of Records and File Cabinets
- Appendix B - Cost of Maintaining Retirable Records
- Appendix C - Comparative Cumulative Cost of Office and Records Center Storage of Inactive Agency Records
- Appendix D - (Chart) Savings from Records Center Storage
- Appendix E - Cost Estimate for Proposed CIA Records Center
- Appendix F - Description of Records Center Requirements

CONCURRENCES:

Director of Security

Date

Comptroller

Date

Chief, Logistics Office

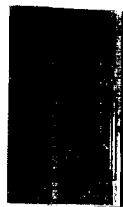
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ESTIMATED AGENCY ACCRETIONS OF RECORDS AND FILE CABINETS

Using 1951 as a base year for the purchase of filing equipment, the annual purchases would amount to 3,354 cabinets. The types of file cabinets are varied. However, the four-drawer safe cabinet has been used as the basic unit in this Study. This was done to simplify this presentation and because the four-drawer safe is the largest single item purchased. Stated in terms of the capacity of this type of cabinet, purchases would amount to 2,507 cabinets per year. The total cabinets and records accumulation for a ten year period is shown in the table below. The accumulation of cabinets is based on the assumption that without a Records Center all records would be retained in active office space.

<u>YEAR</u>	<u>TOTAL CABINETS</u>	<u>TOTAL RECORDS (CU.FT.)</u>
1st	2,507	20,054
2nd	5,014	40,108
3rd	7,521	60,162
4th	10,028	80,216
5th	12,535	100,270
6th	15,042	120,324
7th	17,549	140,378
8th	20,056	160,432
9th	22,563	180,486
10th	25,070	200,540

On the basis of a four drawer safe cabinet at \$235.00, the total cost of cabinets purchased for the 10 year records accretions would be \$5,891,450.

In estimating the volume of records to be retired to a Records Center, it is assumed that 40 per cent of the records accretions can be retired. This volume would amount to 8,000 cubic feet annually and equal the capacity of 1,000 file cabinets. The above facts are intentionally conservative because of the sensitive nature of the records of this Agency and the fact that an educational program in the field of records is necessary in CIA in order to encourage the disposition of records and prove that the operation of a Records Center is secure, efficient and economical. For these reasons there is no standard available to us which we can use for the purpose of determining the exact percentage of records which will actually be disposed of. However, it is expected that the volume of records that can be retired each year in terms of over-all percentage will increase.



COST OF MAINTAINING RETIRABLE RECORDS

The following is a comparison of the estimated costs of maintaining retirable records in (1) office space, and (2) a Records Center. The estimates are based on the volume of records (80,000 cubic feet) which can be retired in the next ten years.

1. Estimated cost of maintaining retirable records in office space.

<u>ITEM</u>	<u>AVERAGE ANNUAL COST FOR 10 YEAR PERIOD</u>	<u>10 YEAR COST</u>
<u>SPACE:</u> 1,000 filing cabinets occupying 7,600 square feet of office space at \$1.50 per sq. ft., with an additional 1,000 cabinets annually.	\$ 62,700.	\$ 627,000.
<u>EQUIPMENT:</u> Cost of new equipment required annually - 1,000 units at \$235 per unit.	235,000.	2,350,000.
<u>PERSONNEL:</u> Estimated personnel cost in maintaining retirable records in offices.	168,437.	1,684,375.
Total Costs	<u>\$466,137.</u>	<u>\$4,661,375.</u>

2. Estimated cost of maintaining retirable records in a Records Center.

<u>SPACE:</u> 25,000 sq. ft. of Records Center costing \$411,130 and amortized over a 20 year period.	20,556.50	205,565.
<u>EQUIPMENT:</u> Estimated cost of equipping Records Center for a 10 year period.	6,800.	68,000.
<u>PERSONNEL:</u> Estimated personnel cost for operating Records Center.	113,749.	1,137,490.
Total Costs	<u>\$324,105.50</u>	<u>\$1,411,055.</u>

As shown in the figures above, there would be an estimated average annual savings of \$325,031.50 over a 10 year period if retirable records were maintained in a Records Center.



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 APPENDIX C

COMPARATIVE CUMULATIVE COST OF OFFICE AND
 RECORDS CENTER STORAGE OF INACTIVE AGENCY RECORDS

RECORDS RETIRABLE ANNUALLY *		OFFICE STORAGE		CENTER STORAGE	
FISCAL YEAR	CUBIC FEET	FILE CABINETS REQUIRED	CABINET REPLACE- MENT VALUE	EQUIPMENT & BUILDING COST ***	SAVINGS (CUMULATIVE)
1954	8,000	1,000	\$ 235,000	\$416,756	- \$ 181,756
1955	16,000	2,000	470,000	422,382	/ 47,618
1956	24,000	3,000	705,000	428,008	/ 276,992
1957	32,000	4,000	940,000	433,634	/ 506,366
1958	40,000	5,000	1,175,000	439,260	/ 735,740
1959	42,000 **	250	1,233,755	444,886	/ 788,869

* It is estimated that approximately 8,000 cu. ft. of records will be transferred to the Records Center annually. On the basis of this estimate, the above figures indicate that the Center will be filled to capacity in about 5 years and at that time expansion will be necessary. Although the volume of records to be retired will continue at the rate shown above, the volume of inactive records to be housed will accumulate at a somewhat reduced rate after the first few years of operation. This will be accomplished through the development and application of Records Control Schedules under which a portion of such records can be destroyed upon the expiration of established retention periods approved by officials of the responsible offices.

** Records Center capacity.

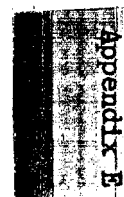
*** Includes an estimated \$411,130 for construction and the cost of the storage equipment for the accretions of each year.



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ORIGINAL DOCUMENT MISSING PAGE(S):

Appendix D not included



~~CONFIDENTIAL~~*Office Memorandum* • UNITED STATES GOVERNMENT

APPENDIX E

TO : Chief, General Services Office

DATE: JUL 24 1953

FROM : Chief of Logistics

SUBJECT: Proposed Building for CIA Records Center

REFERENCE: Confidential memorandum of Chief, General Services,
same subject, dated 10 July 1953

1. Attached estimate, prepared by Chief, Construction Engineering Branch, is forwarded in response to request contained in reference memorandum, and in general accordance with requirements as outlined in said memorandum, using as a prototype the Hanford Records Service Center of the Atomic Energy Commission. In arriving at the estimate it was necessary, however, to consider certain cost differentials related to building dimensions, site conditions, mechanical equipment, construction cost indices, etc., all as set forth in the attachment.

2. With respect to site conditions, it should be noted that the proposed location lends itself poorly to construction of a building of the proportions outlined in reference memorandum, the steepness of the terrain resulting in the need for extensive excavation and fill work, raising and retaining adjacent grades and waterproofing of below grade walls. From a construction and mechanical maintenance point of view a building of several levels served by an elevator would be considerably more economical in the said location. In this connection, it should also be noted that no allowance is made in this basic estimate for rock excavation. Should an investigation of sub-soil conditions reveal the presence of rock in any considerable quantity, the recommendation of this Office would be either to build elsewhere or to limit the amount of rock excavation by decreasing plan dimensions and designing the building on three or more levels, placing the trucking entrance on one of the upper levels. It is recommended that any expandibility beyond the 25,000 square foot area be provided for by increasing the height of the building rather than the plan dimensions.

3. Another respect in which the basic cost estimate has been increased over that of the Hanford Records Center is for provision of year 'round temperature control at 70° throughout the building. This Office recommends that consideration be given to allowing somewhat lower winter and higher summer temperatures in the storage area of the building. Materials sensitive to temperature changes could then be provided for in a limited area.

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Chief, General Services

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4. With respect to the storage capacity of the building, it is understood that a ratio of two cubic feet of records to each square foot of storage area has been used by your Office in computing its space requirement. Technical personnel of this Office feel that in designing the building around the specific requirements of a records service center and adopting certain space saving devices, a better ratio can be achieved, making it possible either to provide a greater capacity in the building as proposed or reducing the dimensions of the building as based upon estimated capacity requirements.

5. Should it be determined that further site investigations are desired, it is recommended that a request be made for funds in the amount of \$500.00 for the purpose of obtaining survey and test boring data.

6. This Office is currently studying space layouts for discussion with the competent authorities of your Office, and holds itself available for further assistance in meeting your requirements.


JAMES A. GARRISON

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Attachment

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PROPOSED BUILDING FOR CIA RECORDS CENTER

Comparative cost estimate based upon known cost of Hanford Records Service Center, Richland, Washington.

Cost of Hanford Center	\$ 152,426.39
Area	13,600 square feet
Cost per square foot	\$ 11.20

Cost Differentials:

- A. Hanford Center on level terrain; proposed [REDACTED] site has steep slope (11-12% average) 25X1A6d

Excavation (including possible rock)
Retaining walls, approaches, drainage
Dampproofing below grade

- B. Hanford has air-conditioning system capable of maintaining office temperatures of 80° F. in summer and 70° in winter; storage area (91% of total air-conditioned space) temperatures of 85° in summer and 60° in winter. CIA Records Management Specialist requires 70° year 'round throughout the building, with 2° tolerance.

- 25X1A6d C. Hanford is heated from a central steam distribution plant; [REDACTED] location would require its own heating plant.

- D. Hanford has no vault within storage area (storage area itself may be regarded as a vault); estimate includes a small allowance for a 600 square foot vault.

- E. Hanford built in 1950; nation-wide construction cost increase, 1950 - April 1953, is 14.9%.

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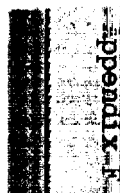
Assuming building area of 25,000 square feet inside dimensions,
or 25,650 square feet, total @ \$11.20 per square foot:

Basic Cost,	\$ 287,280.00
Differentials, as outlined above,	
A. Excavation, fill, and compaction (no rock excavation included) 3,000 C.Y. @ \$1.50	4,500.00
Dampproofing, 4,800 square feet @ \$.30	1,440.00
Approach work and drainage @ 3%	8,600.00
B. Air-conditioning, add 5%	14,350.00
C. Boiler plant @ 3%	8,600.00
D. Vault (20' x 30'), add 30 C.Y. concrete @ \$8.00	240.00
	<u>\$ 325,010.00</u>
E. Add 15%	48,750.00
* Total Estimated Construction Cost	<u>\$ 373,760.00</u>
Plus 10% for Contingencies	37,370.00
	<u>\$ 411,130.00</u>

Square foot cost (exclusive of contingency) \$14.65

* Includes erection cost but not purchase cost of stacks.

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Chief of Logistics

10 July 1953

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ATTN : Mr. [REDACTED]

Chief, General Services Office

Proposed Building for CIA Records Center

1. In accordance with your request which has been approved by the Acting Deputy Director (Administration), it is requested that:

a. An appropriate site be selected at [REDACTED] 25X1A6d
[REDACTED] for the following proposed building.

b. A one-story building, without basement, of reinforced concrete slab or concrete block construction. The building will initially comprise approximately 25,000 square feet of floor area (125' x 200' inside dimensions), expandable on both ends to approximately 70,000 square feet for the entire structure.

The building is to be completely fireproof with one main entrance and emergency escape doors as required by accepted fire safety standards. All doors are to be adequately protected against forced entry.

The plan will include one, 15' x 20' and two, 20' x 30' offices; two toilet rooms accommodating approximately 15 male and 15 female employees respectively; three dark room areas for which equipment is now available; a small guard room and a room for custodial supplies equipped with a service sink. The walls of the aforementioned rooms shall be of masonry construction; all other partitioning will be of expanded metal or wire mesh.

Owing to the security factors involved, the exterior walls should not be fenestrated. However, it is suggested that glass block be used in the office areas only to provide natural light.

Asphalt tile flooring will be provided in the offices, toilets and main aisles only. All other areas to have exposed concrete floors treated to resist dusting. No interior painting will be required except in the offices and the toilets.

In addition to hot and cold water and drainage for the toilets and custodial closet, it is required that hot and cold water and acid-proof drainage be installed for reproduction equipment, including offset, microfilm, photostat, mimeograph and other processes. Cold water and drainage will be provided for electric water coolers.

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Chief of Logistics

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10 July 1953

An all-weather air conditioning system with humidity control is to be installed in the building. Fluorescent lighting will be used throughout. Provide a sufficient number of convenience and motor outlets and make arrangements for installation of telephone jacks at appropriate locations in the records storage areas. The plans will also include an alarm system for alerting the security officer of [REDACTED] in the event of an attempted forced entry. (The building is to be used as a CIA Records Center and shelving or reproduction equipment should not be included in these specifications.)

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c. It is requested that preliminary drawings (including site plan, floor plan and exterior elevations) and a cost estimate based on the above outline specifications be prepared and submitted to the Chief, General Services Office as soon as practicable.

SIGNED
[REDACTED]

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GSO/MDM:am (7 July 1953)

Revised by GSO/JDK:rk
(10 July 1953)

Distribution:

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- 2 - Gen. Ser.
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